

## Contract notice

### Services

Directive 2014/24/EU

#### **Section I: Contracting authority**

I.1) **Name and addresses**

London Borough of Waltham Forest  
Waltham Forest Town Hall, Forest Road  
London  
E17 4JF  
United Kingdom  
Contact person: Mr Michael Sargeant  
Telephone: +44 2084968195  
E-mail: [michael.sargeant@walthamforest.gov.uk](mailto:michael.sargeant@walthamforest.gov.uk)  
NUTS code: UK

**Internet address(es):**

Main address: <http://www.walthamforest.gov.uk/>  
Address of the buyer profile: <http://www.walthamforest.gov.uk/>

I.2) **Joint procurement**

I.3) **Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://procontract.due-north.com/Advert/Index?advertId=fe6fe028-acfa-e611-80dd-005056b64545>  
Additional information can be obtained from the abovementioned address  
Tenders or requests to participate must be submitted electronically via: <https://procontract.due-north.com/Advert/Index?advertId=fe6fe028-acfa-e611-80dd-005056b64545>

I.4) **Type of the contracting authority**

Regional or local authority

I.5) **Main activity**

General public services

#### **Section II: Object**

II.1) **Scope of the procurement**

II.1.1) **Title:**

LGRP – HR Solutions for the Public Sector Framework  
Reference number: DN245227

II.1.2) **Main CPV code**

79600000

II.1.3) **Type of contract**

Services

II.1.4) **Short description:**

The London Borough of Waltham Forest is working on behalf of the Local Government Recruitment Partnership (LGRP), and is seeking expressions of interest from suitably qualified organisations for the provision of a Framework Agreement for recruitment services divided into 4 Lots:

- Lot 1 Executive Permanent and Interim Search and Selection.
- Lot 2 Permanent Recruitment
- Lot 3 Strategic HR Consultancy Services
- Lot 4 HR Marketing

This Framework Agreement will be accessible for use by UK public sector bodies (and any future successor organisations) which includes Central Government Departments and their Arm's Length Bodies and Agencies, Non Departmental Public Bodies, NHS bodies and Local Authorities. As at the publication of this Contract Notice the latest list of these Contracting Authorities can be found at <https://www.ypo.co.uk/about/customers/ojeu-permissible-users>.

II.1.5) **Estimated total value**

II.1.6) **Information about lots**

This contract is divided into lots: yes  
Tenders may be submitted for all lots

II.2) **Description**

II.2.1) **Title:**

Executive Permanent and Interim Search and Selection  
Lot No: 1

II.2.2) **Additional CPV code(s)**

79600000

II.2.3) **Place of performance**

NUTS code: UK

II.2.4) **Description of the procurement:**

This lot will be for the search and selection of executive/permanent recruitment for roles over £70K pa and for the search and selection of Interim recruitment. Between 5-8 providers will be awarded onto the lot.

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) **Estimated value**

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 24

This contract is subject to renewal: yes

Description of renewals:

Initial period of 24 Months with the option to extend for two consecutive periods of 12 months.

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

II.2.13) **Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

II.2.14) **Additional information**

II.2) **Description**

II.2.1) **Title:**

Permanent Recruitment

Lot No: 2

II.2.2) **Additional CPV code(s)**

79600000

II.2.3) **Place of performance**

NUTS code: UK

II.2.4) **Description of the procurement:**

This lot will be for the search and selection of permanent recruitment for roles between £30K and £70Kpa. It is envisaged that between 5-8 providers will be awarded onto the lot.

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) **Estimated value**

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 24

This contract is subject to renewal: yes

Description of renewals:

Initial period of 24 Months with the option to extend for two consecutive periods of 12 months.

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

II.2.13) **Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

II.2.14) **Additional information**

II.2) **Description**

II.2.1) **Title:**

Strategic HR Consultancy Services

Lot No: 3

II.2.2) **Additional CPV code(s)**

79414000

II.2.3) **Place of performance**

NUTS code: UK

II.2.4) **Description of the procurement:**

This lot will be for the provision of all HR related consultancy. HR consultancy will cover a wide portfolio of services. It is envisaged that the lot will have between 5 - 8 providers.

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) **Estimated value**

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 24

This contract is subject to renewal: yes

Description of renewals:

Initial period of 24 Months with the option to extend for two consecutive periods of 12 months.

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

II.2.13) **Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

II.2.14) **Additional information**

II.2) **Description**

II.2.1) **Title:**

HR Marketing

Lot No: 4

II.2.2) **Additional CPV code(s)**

79342000

II.2.3) **Place of performance**

NUTS code: UK

II.2.4) **Description of the procurement:**

This lot will be for the provision of all marketing and advertising campaigns including public notices. HR Marketing will deliver flexibility to customers across a variety of services for both campaigns and recruitment advertising. This is likely to include digital marketing, print advertising etc.

It is envisaged that the lot will have between 2-3 providers.

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) **Estimated value**

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 24

This contract is subject to renewal: yes

Description of renewals:

Initial period of 24 Months with the option to extend for two consecutive periods of 12 months.

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

II.2.13) **Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

II.2.14) **Additional information**

**Section III: Legal, economic, financial and technical information**

III.1) **Conditions for participation**

- III.1.1) **Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**
- III.1.2) **Economic and financial standing**
- III.1.3) **Technical and professional ability**
- III.1.5) **Information about reserved contracts**
- III.2) **Conditions related to the contract**
  - III.2.1) **Information about a particular profession**
  - III.2.2) **Contract performance conditions:**
    - III.2.3) **Information about staff responsible for the performance of the contract**

#### **Section IV: Procedure**

- IV.1) **Description**
  - IV.1.1) **Type of procedure**  
Open procedure
  - IV.1.3) **Information about a framework agreement or a dynamic purchasing system**  
The procurement involves the establishment of a framework agreement  
Framework agreement with several operators
  - IV.1.4) **Information about reduction of the number of solutions or tenders during negotiation or dialogue**
  - IV.1.6) **Information about electronic auction**
  - IV.1.8) **Information about the Government Procurement Agreement (GPA)**  
The procurement is covered by the Government Procurement Agreement: no
- IV.2) **Administrative information**
  - IV.2.1) **Previous publication concerning this procedure**  
Notice number in the OJ S: [2017/S 041-074967](#)
  - IV.2.2) **Time limit for receipt of tenders or requests to participate**  
Date: 14/07/2017  
Local time: 17:00
  - IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**
  - IV.2.4) **Languages in which tenders or requests to participate may be submitted:**  
English
  - IV.2.6) **Minimum time frame during which the tenderer must maintain the tender**
  - IV.2.7) **Conditions for opening of tenders**  
Date: 14/07/2017  
Local time: 17:00

#### **Section VI: Complementary information**

- VI.1) **Information about recurrence**  
This is a recurrent procurement: no
- VI.2) **Information about electronic workflows**
- VI.3) **Additional information:**  
This OJEU notice is being submitted as a replacement for notice [2017/S 041-074967](#). The wording around potential participating authorities who may wish to use the framework was unclear originally, This has now been amended and the correct wording is as follows;

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This Framework Agreement will be accessible for use by UK public sector bodies (and any future successor organisations) which includes Central Government Departments and their Arm's Length Bodies and Agencies, Non Departmental Public Bodies, NHS bodies and Local Authorities. As at the publication of this Contract Notice the latest list of these Contracting Authorities can be found at <https://www.ypo.co.uk/about/customers/ojeu-permissible-users>. The aim of this framework is to ensure it meets the needs of the London boroughs, the scope and specification of these services could be appropriate for other public sector organisations and they can access the framework.

VI.4) **Procedures for review**

VI.4.1) **Review body**

London Borough of Waltham Forest

Town Hall, Forest Road

London

E17 4JF

United Kingdom

Telephone: +44 2084961000

Internet address:[www.walthamforest.gov.uk](http://www.walthamforest.gov.uk)

VI.4.2) **Body responsible for mediation procedures**

VI.4.3) **Review procedure**

VI.4.4) **Service from which information about the review procedure may be obtained**

VI.5) **Date of dispatch of this notice:**

14/06/2017